

PMI GEORGIA

Owner/Property Info Sheet

RENTAL PROPERTY ADDRESS

Street Address:

City: _____ State: _____ Zip: _____

County: _____ Subdivision/Complex: _____

OWNER INFORMATION (The following contact info may be used for receiving communication and/or notices)

Owner or Business Name:

Contact Person:

Mailing Address:

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Number: _____

Email: _____ Alternate email: _____

PROPERTY INFORMATION

Septic Tank: Yes ___ No ___ Alarm: Yes ___ No ___ Code: _____ Is Property Tenanted? YES ___ NO ___

HOA/CONDO/DUPLEX/TOWNHOME INFORMATION

HOA Name: _____ Permission to lease YES ___ No ___

Phone Number: _____ Email: _____

Gates/Access Codes: _____ Is Lawn Care Included? ___ YES ___ NO

Any Utilities Paid: _____ Amenities: _____

PET POLICY

Will you allow pets? Yes ___ No ___ # Allowed _____

HOME WARRANTY/SERVICE CONTRACTS

Home Warranty Yes ___ No ___ Company name: _____

List existing service contracts with contact info(lawn care, pest control, HVAC)

MANAGERS FEE SCHEDULE (Subject to Change)

Property Condition Report \$125

Install New Exterior Locks \$140

OPTIONAL SERVICES

Utility Set-Up Initial \$150 Reactivation \$75 ___ YES ___ NO

Safe Renter Program \$25 monthly ___ YES ___ NO

REQUIRED DOCUMENTS & ITEMS FROM OWNER

Completed Info Sheet

W-9 Tax Document

Direct Deposit form with Voided Check

Proof of Insurance for Property Identifying
Manager as Additoonal Insured

Confirmation that Utilities are Active

\$400 Maintenance reserve

\$350 Additional Utility reserve if applicable

4 Keys to Property/Amenity Passes or Keys

Lead Base Paint Form(if built prior to 1978)

HOA Documents

Closing Docs if recently purchased

NOTES